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Copy 5 of 1

2 March 1956

MEMORANDUM FOR: Project Director of Administration

SUBJECT : Mail Service for Project Contract Employees

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1. In reply to your memorandum, [redacted] dated 29 February 1956, please be advised of the following:

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2. The postal facility established for Project Contract employees is serviced by the Security Office on a daily basis with delivery to Project headquarters being accomplished on the same day. Mail received at Project headquarters on a particular day is forwarded normally on the same day or the following day depending upon the hour such delivery is accomplished. Mail is forwarded by air which may take up to two days to reach the [redacted] box. The latter facility is also serviced on a daily basis and mail received is forwarded to Watertown on the first available shuttle flight.

3. A fair estimate of time elapsed between original mailing by the correspondent and the actual receipt by the addressee is six days. This would be the maximum elapsed time. In some instances mail is processed at a much faster rate due to the fact that the distance between point of origin and Washington is less.

4. The Security Office is fully aware of the need to give expedient service to current mail facilities and to process without delay all such mail received. Initially we experienced some delay in transferring mail from postal facilities to headquarters, however, corrective action has been taken to assure prompt delivery each day mail is received.

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[redacted]
Deputy Project Security Officer

TMA:aml (2 Mar 56)

1 & 2 - Addressee

3 - Project Reading

4 - Project Chrono

5 & 6 - Security Office

7 - Security Reading

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